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OIT-1033-88
28 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: OIT Missions and Functions Revision

REFERENCE: Your Memorandum, dtd 20 September 1988, Same Subject,
DDA 88-1962

Rae,


1. This is in response to your request for a revised missions and functions statement for each of our OIT components reflecting our recent organizational adjustments.

2. At Tab A I have provided a copy of our revised missions and functions statement. In addition, through discussions with my group chiefs, I have prepared in graphic format the overall organization of OIT (see Tab B), as well as the group organization by branch and by functional responsibility (see Tab C). I have directed my group chiefs to continue this dialogue with their division chiefs, branch chiefs, and line officers. It is my intent that all employees in OIT will understand how they relate to the organization and their functional responsibilities.

3. Moreover, in an on-going series of discussions with my managers (e.g. our forthcoming OIT Division Chiefs' offsite), I am communicating my view of our office objectives, both short and long term. We are now translating these goals into specific taskings for each of our organizational elements.

4. To date, I am pleased with our progress as evidenced by the improvements in the availability of the General Services and the Special Centers. We still have many challenges ahead of us but, with your assistance and the cooperation of the other offices, we will be prepared to meet them.

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Edward J. Maloney

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